

Technical Branch  
Technical Group  
Plan Review Series

PLAN REVIEWER I

12/97 (TLW)

### *Summary*

Under general supervision, receive and check residential and minor commercial building plans and specifications for compliance to City's building and zoning codes submitted in conjunction with applications for building permits.

### *Typical Duties*

Review plans submitted for building construction, enlargement, alteration, repair, demolition, change of occupancy or other modifications for completeness and accuracy. Involves: examining individual plan components to ensure that all code mandated items are included; calculating footage between building components such as doors, windows, and parking areas and amount of area occupied by components to ensure code compliance; checking off-street parking, sidewalks, driveways and wheelchair ramps for conformance with applicable codes and ordinances; verifying proper use of building, allowable height, special contracts or privileges, set back and other regulations of the zoning code; determining valuations for all construction for which permits are issued; referring field checks of proposed or in-process construction to section chiefs of field inspection services when appropriate to determine code conformance; noting instances of noncompliance on plans and correction sheet and suggesting modifications to bring plans into compliance; submitting reports detailing items of noncompliance to builder for correction; approving and signing plans meeting code requirements; issuing occupancy certificates to building owners when completed buildings are in compliance with codes; proposing studies to improve or update building codes; conferring with supervisors and section chiefs on major projects.

Provide quality customer service to the construction industry and the general public. Involves: providing code information to individuals planning buildings or other modifications; interpreting and explaining building codes and departmental rules and regulations; providing assistance in permit process; referring customer to appropriate section, department or agency, as requested.

Performs related duties as required. Involves: substituting, if assigned, for immediate supervisor during temporary absences by performing delegated duties and responsibilities sufficient to maintain continuity of normal operations and similarly performing any duties of coworkers, if required; recommending systems for filing plans and related records and maintaining such files; maintaining and updating computerized databases; testifying in Court and before Building Board of Appeals.

### *Minimum Qualifications*

Training and Experience: Graduation from High School or equivalent and five (5) years of progressively responsible building trade or trade related experience, including two (2) years of residential or commercial construction inspection or plan review experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: current construction methods and materials; design and drafting procedure; of terms, symbols, and techniques employed by architects, engineers and designers in construction plans and specifications. Good knowledge of: codes and ordinances affecting residential and minor commercial building construction; health and fire regulations pertaining to buildings and structures; zoning regulations and procedures.

Ability to: read and interpret construction plans and specifications and to relate to controlling codes and ordinances; recognize potential design hazards from linear interpretation; estimate construction costs with minimum design information; reduce design observations to reportable format; perform simple design calculations related to plan checking and to use appropriate design tables, references, standards and office machines; interpret and explain codes and regulations to architects, engineers, contractors and laypersons; express oneself clearly and concisely, both orally and in writing; establish and maintain effective working relationships with fellow employees, contractors, property owners, architects, engineers and the general public; maintain records and prepare reports.

Skill in the safe operation of a motor vehicle through City traffic.

Physical Requirements: Occasionally inspect field construction in progress requiring bending, stooping, and climbing ladders and scaffolding. Occasional exposure to all weather conditions.

Licenses and Certificates: Southern Building Code Congress International or International Congress of Building Officials Certification as either One and Two Family Dwelling Inspector or Level I Building, Electrical, Plumbing or

Mechanical Inspector within six (6) months of date of appointment and the other within one (1) year of appointment (i.e. One and Two Family Dwelling Inspector certification within six (6) months of date of appointment, then Level I Building, Electrical, Plumbing or Mechanical Inspector certification within one year of appointment).

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Director of Personnel

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Department Head